



Financial Services Department

Memorandum

To: Honorable Mayor Maso and City Council Members

Thru: George Purefoy, City Manager
Nell Lange, Assistant City Manager

From: Tom Johnston, Purchasing Manager
Anita Cothran, Director of Financial Services

Date: December 7, 2009

Subject: Consider and Act Upon Award of RFP#1010-007, Consolidated Plan Consultant to BBC Research and Consulting, and Approval of a Resolution Authorizing the City Manager to Execute an Agreement for these Services

Action Requested: City Council award of RFP#1010-007, Consolidated Plan Consultant to BBC Research and Consulting, and approval of a resolution authorizing the City Manager to execute an agreement for these services, in the amount of \$33,800.

Background Information: Purchasing solicited RFP #1010-007, Consolidated Plan Consultant. Proposals were received on 11/20/09 from BBC Research and Consulting, DeStefano, Jo, and JQUAD Planning Group. A team of staff reviewed the proposals submitted according to the evaluation criteria listed in the RFP and recommends award to BBC Research and Consulting as the best solution proposed.

Board/ Citizen Input: N/A

Alternatives: City Council could choose not to award at this time.

Financial Considerations: Funding is available through Community Development Block Grant (CDBG) funds.

Legal Review: Claire Swann of Abernathy, Roeder, Boyd & Joplin has reviewed the agreements and approved as to form.

Supporting Documents: Department memo, resolution, agreement and bid tabulation. Exhibits to this agreement may require legal confidentiality review prior to public release. Exhibits may be made available upon request.